

Reference Number:	406-01-DD	
Title of Document:	Employment Procedures	
Date of Issue:	May 28, 1987	
Effective Date:	May 28, 1987	
Last Review Date:	December 16, 2002	Revised
Date of Last Revision:	December 16, 2002	
Applicability:	All DDSN State Employees	

PHILOSOPHY STATEMENT

The Department of Disabilities and Special Needs is dedicated to providing the best possible supports to individuals requiring assistance. In keeping with this philosophy, efforts to employ highly qualified and motivated individuals with appropriate training and education is a primary concern. In addition to academic qualifications and job-related training of applicants, another important consideration is the selection of individuals who have personal attributes and commitment appropriate to work with individuals with mental retardation and related disabilities, autism or survivors of head and spinal cord injuries.

RECRUITING

It is the policy of the South Carolina Department of Disabilities and Special Needs to pursue fairness and equity in the personnel selection process.

It is a practice of the South Carolina Department of Disabilities and Special Needs to provide equal opportunity in the recruitment of employees.

Employment advertising will utilize appropriate media to ensure that minorities, females and disabled individuals have an opportunity to apply. Employment screening will assure equal opportunity to all without discrimination.

Efforts will be made to ensure representation of minorities, females and individuals with disabilities throughout the workforce.

POSITION VACANCY ADVERTISING

Positions shall be advertised department-wide for a minimum of five (5) days.

Individual regional centers will post vacancies within their region on the local Human Resource Management bulletin board and/or in the center bulletin. Employees throughout the regional centers should be advised of this practice.

Position Vacancy Advertisements are to be sent directly to all other centers from the center where the vacancy exists. They are not to be channeled through the Central Office. However, a copy should be forwarded to the Central Office Division of Human Resource Management for posting.

EMPLOYMENT APPROVAL

The filling of the following positions requires the approval of the State Director of Disabilities and Special Needs or his designee.

- Central Office personnel
- Director, Regional Centers
- Director, Community Services Division
- Facility Administrator
- Field Office Directors
- Program Administrators
- Service Directors
- Unit Directors (QMRP)
- Physicians

NOTE: The termination of individuals filling the above positions requires prior coordination with the State Director or his designee.

The Regional Centers Director and/or Director, Community Services Division will prescribe the level of approval of applicants for jobs not listed above.

The employment of retirees, including TERI program participants and VSP participants in an FTE position, requires the approval of the State Director, or his designee.

APPLICATIONS

All applicants for employment shall complete an employment application. Any falsification of information on an employment application, either by omission or commission, will be grounds for dismissal from employment.

Employment applications will be kept on file in an active status for a minimum of 6 months from the date of application. Employment applications will be kept on file for a total of 2 years in both active and inactive status.

The following documents must be attached to employment applications:

College Transcripts - For applicants who apply for positions requiring same or who indicate they have college credits or degrees;

Military Discharge DD214 - For applicants who have prior military service;

Diplomas or Certificates for Specialized Training - For positions requiring same or for applicants who indicate completion of specialized or technical training or education on the employment application; and

Copy of the applicant's social security card.

Employment applications are to be processed with references and background checks completed on a current basis prior to referral to supervisors for consideration for employment. In instances where applicants indicate that the present employer is not to be contacted, any employment offer will be subject to receipt of a satisfactory reference.

Human Resource Management offices shall maintain a file for acceptable applications and a separate file for unacceptable applications. Applications in the unacceptable file shall not be referred to supervisors for consideration.

INTERVIEWS

Applicants with acceptable Employment Applications who are considered for a vacancy shall be interviewed by both the supervisor where the vacancy is located and the Human Resource Management office prior to an offer of employment.

OFFER OF EMPLOYMENT

Offers of employment shall be in writing from the Human Resource Management Director. All employment offers shall indicate that employment is contingent upon receipt of satisfactory reference checks, satisfactory criminal record investigation, satisfactory medical examination, and receipt of transcripts verifying educational achievement where applicable.

CRIMINAL RECORD INVESTIGATION

All applicants who are selected for employment shall be fingerprinted, with continued employment contingent upon the results. Applicants who have not resided in South Carolina for five years prior to their employment or indicate a record of employment in another state will have a national records check conducted through the South Carolina Law Enforcement Division.

It is emphasized that a police record does not eliminate an applicant from being considered for employment. Each case will be evaluated on an individual basis and appropriate action will be taken depending upon the circumstances involved in each case.

PRE-EMPLOYMENT DRUG TESTING

Mandatory pre-employment drug testing shall be required for the selected applicant for employment in positions identified by the department as direct-care positions and positions requiring the possession of a commercial driver's license (CDL). Employment offers will be contingent upon test results.

MEDICAL PROCESSING

It is important that individuals who are employed be free of communicable diseases and physically and mentally capable of performing the duties of the position to which they are assigned.

Successful applicants who are to be assigned to work in residential centers or community residences shall have a medical assessment including a blood pressure check, and a two-step tuberculosis skin test prior to employment. A chest x-ray will be conducted when indicated. If any of the above tests indicate abnormal results, they shall be referred to a departmental physician for review and final approval to hire prior to employment.

The above assessment and test will be performed by the department at no cost to the prospective employee and will be accomplished only after an offer of employment is made.

It is understood that it will require a certain amount of time to fully process new hires. Therefore, employees are asked to give a full 2 weeks notice prior to separation and supervisors should advise the Human Resource Management office as early as possible that a vacancy will occur.

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(Originator)

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(Approved)